

**REGULAR MEETING OF THE BOARD OF DIRECTORS
ROGUE VALLEY SEWER SERVICES
June 19, 2024**

TIME AND PLACE OF MEETING

The regular meeting of the Board of Directors of the Rogue Valley Sewer Services, Jackson County, Oregon, was held on June 19, 2024, at noon.

PLEDGE OF ALLEGIANCE

PRESENT

Kay Harrison, Chair; Michael Parsons, Vice-Chair; Roger Thom, Director; John Quinn, Director

Absent: John Edwards, Director

ALSO PRESENT

Carl Tappert, Manager; Brenda Baldovino, Finance Director; Joan Pariani, Executive Secretary; Nick Bakke, District Engineer; TJ Weber, Operations Manager; Carole Balzer, IT Manager/Deputy Manager

CONSENT AGENDA

Michael Parsons motioned, and John Quinn seconded approval of the consent agenda consisting of minutes of the May 15, 2024, Board Meeting, Resolution 24-05: Misc Fees, and Resolution 24-06: Permit Fees. The motion was carried with a unanimous vote of all Board members.

PUBLIC HEARING ON ORDINANCE 24-01: AMENDING TITLE 9

Chair Kay Harrison opened a public hearing for the second reading and passage of Ordinance 24-01: Amending Title 9. Carl explained that this Ordinance changes classification definitions to match regional rates more closely. It has been declared an emergency Ordinance and is to be in effect on 07/01/2024. The hearing was closed at 12:05 p.m.

John Quinn motioned, and Michael Parsons seconded the approval of Ordinance 24-01. The motion was carried by a unanimous vote of all Board members.

PUBLIC HEARING ON RESOLUTION 24-07: ADOPTION OF FY2024 BUDGET AND MAKING APPROPRIATIONS

Chair Kay Harrison opened a public hearing on the Fiscal Year 2024 budget at 12:06 p.m. Carl noted that no changes had been made to the proposed budget approved in April. The hearing was closed at 12:07 p.m.

Michael Parsons motioned, and John Quinn seconded the approval of Resolution 24-07. The motion was carried by a unanimous vote of all Board members.

Roger Thom enters the Board meeting at 12:10 p.m.

RESOLUTION 24-08: GENERAL OVERHEAD RATE, BILLING RATE FOR LABOR AND EQUIPMENT

This is a Resolution that is updated every year. The individual rates are shown in the attachment. John Quinn asked a question about how labor is calculated for external rates. Carl explained that labor is calculated at cost. The Board would like Carl to check into raising the external labor rates for a future Resolution on the matter.

John Quinn motioned, and Michael Parsons seconded the approval of Resolution 24-08. The motion was carried by a unanimous vote of all Board members.

RESOLUTION 24-09: EMPLOYEE COMPENSATION PLAN

This compensation plan includes a 3.1% COLA for all employees. The on-call rates have also been adjusted to include COLA.

Michael Parsons motioned, and John Quinn seconded the approval of Resolution 24-09. The motion was carried by a unanimous vote of all Board members.

RESOLUTION 24-10: SCHEDULES FOR SANITARY SEWER AND STORMWATER CHARGES

This Resolution will increase the sewer rate to \$27 monthly for all areas except Shady Cove and Gold Hill. Shady Cove rates will be raised to \$51.50. Gold Hill will remain the same.

John Quinn motioned, and Michael Parsons seconded the approval of Resolution 24-10. The motion was carried by a unanimous vote of all Board members.

RESOLUTION 24-11: CAPITAL IMPROVEMENT PLANS FOR ALL AREAS

This is the same CAP that was included in the budget.

Michael Parsons motioned, and John Quinn seconded the approval of Resolution 24-11. The motion was carried by a unanimous vote of all Board members.

RESOLUTION 24-12: SETTING RATES FOR SYSTEM DEVELOPMENT CHARGES

Carl explained how SDCs are currently calculated. He asked the Board if they would like to simplify the calculating process or to keep it the way it is, which is calculated annually. The Board would like to keep calculating annually.

John Quinn asked why there is such a difference between what is charged and what legally can be charged. This is just how it's always been done. After a lengthy discussion, the Board wants Carl to reassess what RVSS charges in SDC fees for future Resolutions.

Michael Parsons motioned, and John Quinn seconded the approval of Resolution 24-12. The motion was carried by a unanimous vote of all Board members.

RESOLUTION 24-13: AUTHORIZING A LOAN FROM THE WATER FUND

This Resolution needs to be passed to accept the loan for the Gold Hill inter-tie.

Roger Thom motioned, and John Quinn seconded approval of Resolution 24.13. The motion was carried with a unanimous vote of all Board members.-

RESOLUTION 24-14: SUPPLEMENTAL BUDGET

This Resolution will allow the transfer of funds over 10% of the FY23 budget to another fund.

John Quinn motioned, and Roger Thom seconded the approval of Resolution 24-14. The motion was carried by a unanimous vote of all Board members.

RESOLUTION 24-15: TRANSFER OF APPROPRIATIONS IN THE FY2023 BUDGET

This Resolution will allow the transfer of appropriation funds to maintain a balanced budget.

Michael Parsons motioned, and John Quinn seconded approval of Resolution 24-15. The motion was carried with a unanimous vote of all Board members.

RESOLUTION 24-16: BOARD OF DIRECTORS POLICIES

Two changes have been made to the Board policies. One adds to the Board's financial benefits, and the other adds a clause regarding the annual Board dinner.

Roger Thom motioned, and Michael Parsons seconded the approval of Resolution 24-16. The motion was carried by a unanimous vote of all Board members.

RESOLUTION 24-17: CONTRACTING OUT WITH PRIVATE SECTOR FIRMS, RENEWAL OF PERSONAL SERVICES CONTRACTS

This is the annual update for private companies and corporations that RVSS have service contracts.

Roger Thom motioned, and Michael Parsons seconded approval of Resolution 24-17. John Quinn abstained from this motion. The motion was carried with a unanimous vote of the remaining Board members.

PROJECT UPDATES

Nick updated the Board on the progress of projects. The report is attached.

O&M UPDATES

TJ updated the Board on what's happening in the Maintenance Department—the report is attached.

MANAGER'S REPORT

The staffing issues have been resolved, and three new employees have been hired. This makes it a full staff now.

Carl and Brenda have met with the new city manager of Shady Cove. Brenda has been working with the city manager on billing and the certification process. The deed for the treatment plant property has been recorded.

Gold Hill had a budget meeting last week. They have approved transferring approximately \$240,000 to RVSS.

Carl spoke with both Eagle Point and Jacksonville about a billing audit. Eagle Point was excited to show Carl what and how they are doing. Jacksonville had a different response and offered to relinquish the billing to RVSS. This will hopefully take place in October after the billing software has been transferred to the Cloud.

CLAIMS LISTING

Michael Parsons motioned, and John Quinn seconded to approve the June Claims Listing in the amount of \$1,647,685.53. The motion was carried with a unanimous vote of all Board members.

EXECUTIVE SESSION

To review and evaluate the performance of an officer, employee, or staff member if the person does not request an open meeting. This reason for the executive session may not be used to do a general evaluation of an agency goal, objective, or operation or any directive to personnel concerning those subjects.

ORS 192.660(2)(i) and 192.660(8)

The Board went into Executive session at 1:25 pm.

OPEN SESSION

Open session resumed at 1:50 pm. No decisions were made during the Executive session.

Michael Parsons motioned to give Carl a 3.1% salary increase to match the COLA given to all other employees and an additional \$6,000 bonus; John Quinn seconded the motion. The motion was carried with a unanimous vote of all Board members. This will be in effect on July 1, 2024.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:53 p.m.

ROGUE VALLEY SEWER SERVICES



Kay Harrison, Chair
Board of Directors



Joan Parani, Executive Secretary



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER · HEALTHY COMMUNITIES

June 12, 2024

To: RVSS Board of Directors
From: Nick Bakke, District Engineer

Capital Project Updates

J084, Antelope Road Rehab, WC:

This is a large project and has been on the capital improvement plan for multiple years. The existing pipeline was constructed during the Camp White era in the 1940's and consists of concrete pipe ranging in size from 24" to 15" in diameter. This project has been re-bid with an overall scope of ±7,000 feet of 24" and 30" sewer main, associated manholes and lateral connections.

- **Status:** Contract administration
- **Updates:** We've finalized the contracts for this project and are waiting for the contractor to move forward with construction.

J250, Shady Cove Pump Station #2 Rehab, SC:

The pump station was installed in 1997 and is equipped with duplex 25 horsepower pumps and a separate wet well / dry well configuration which requires an operator to enter the dry well to access the pump controls. The existing pumps discharge into an 8" diameter force main which runs approximately 1,660 feet Northwest, crosses the Rogue River and connects to manhole #SC500184A on River St. The Station will be rehabbed with a new Flygt TOP fiberglass base, Flygt submersible pumps, variable frequency drives, valve vault and valves, and an electromagnetic flow meter. Construction is planned for this summer.

- **Status:** Equipment procurement
- **Updates:** All equipment has been ordered and should arrive in early August.

J309, ODOT Hwy 99 Rose St to Glenwood, PHX:

ODOT will be upgrading this street corridor, adding pedestrian facilities, and resurfacing the roadway. Impacts to our system include pipe/manhole relocations and grade adjustments.

- **Status:** KRM has won the bid for this project and is planning on beginning the roadway reconstruction shortly.

J342 Christian Avenue Sewer Rehab, TA

This project will dig and replace approximately 200ft of 6" concrete sewer with 8 inch PVC. The existing pipe serves Talent Middle School and will be replaced this summer.

- **Status:** Design

J344, Ashland PS #2 Force Main Replacement, TA

This project will replace the existing 4" and 6" PVC Class 160 force main with a new 6" C900 pipe. The existing 4" section of force main is hydraulically problematic and class 160 pipe is thin walled and notoriously brittle. Minor modifications will also be made to the existing station valves. We plan on our construction crew installing this pipe this winter.

- **Status:** Under construction
- **Updates:** Our crew has completed the pipe and minor pump station work. We are currently scheduling the trench paving.

J359, FY 2024 CIPP Projects

This project will utilize Cured in Place Pipe technology to line approximately 4,200 LF existing 8" sewer in Jacksonville. CIPP technology will be utilized as an alternative to traditional trenching or pipe realignment where pipes are directly adjacent to or under existing mobile homes or other structures. Older pipes with root intrusion in high traffic roadways requiring long term traffic control are typical candidates for CIPP. We plan on bidding this project in February or March.

- **Status:** Final Payment
- **Updates:** A final payment of \$132,377.20 has been made to the contractor. Final project costs are as follows: Final Project Cost: **\$419,794.00**
Original Bid Amount: **\$418,044.00**

J353 Echo Way PS Rehab, Eagle Point

This pump station was installed in 2005 with 5 HP Myers Pumps in a low lying area subject to substantial infiltration and periodic water inundation. The pump station will be brought up to RVSS standard with a new integrated fiberglass wetwell/valve vault, Flygt submersible pumps, variable frequency drives, valves, and an electromagnetic flow meter. Construction is planned for next year.

- **Status:** Design

J360 Misc PS Upgrades

Seven pump stations will receive minor upgrades including but not limited to surge protection, variable frequency drives (VFD's), level sensors, etc...to bring each up to RVSS and DEQ standards. This project will be completed over two to three years. The pump stations to receive upgrades are as follows: Phoenix, Ashland #1, Ashland #2, Airport, Agate, Vashti, and Justice.

J362 4th St Gold Hill RR Crossing Abandonment, GH

This project will install approximately 1,600' of 8 inch sewer along 4th Street in Gold Hill. The new sewer main will replace and re-grade the existing sewer system in order to abandon two existing 6 inch sewer mains which cross the rail road tracks. The existing 6" crossings are on the special cleaning list, sub-standard, and would be cost and administratively prohibitive to replace. The existing crossings to remain will be rehabbed with CIPP liner. This project will go to construction this fall or early next spring.

- **Status:** Design

Q013, Cummins Stormwater Facility, Talent:

We have been working with the private property owner to construct a regional stormwater facility on the Cummins/Old Wal-Mart property in Talent. The property owner has agreed to donate the property to construct a regional facility which will provide stormwater management for a 50 acre drainage basin. RVSS will design and construct the facility. We've applied for Clean Water State Revolving Funds for this project.

- **Status:** Utility relocation
- **Updates:** An unallocated power line was discovered during the site grubbing operations. Our crews are working with PPL to relocate the line prior to excavation.

Q015, Glenwood Stormwater Facility, PX:

We've been working with ODOT to design and construct a regional stormwater facility on Jackson County property in conjunction with the Hwy 99 (J309) improvements. This facility will provide the required stormwater management for highway improvements as well as the entire ±170 acre drainage basin. We anticipate that ODOT will construct the facility and RVSS will contribute funding and provide operation and maintenance of the facility over time.

- **Status:** KRM has won the bid for this project and will begin the roadway reconstruction shortly.

C012 & C013, SCADA & UV Disinfection, Shady Cove:

This project will upgrade the SC Treatment plant SCADA system and retrofit the existing Chlorine Gas disinfection facility with a new UV Disinfection system. We will issue an RFQ to obtain a consultant to administer these projects together. We've applied for Clean Water State Revolving Funds for this project.

- **Status - SCADA:** Control Systems Northwest (CSNW) is currently working on the SCADA system integration, i.e. working out the bugs in the system.
- **Status – UV Disinfection:** The Equipment Pre-Selection process is complete. We've finalized the contract language for the equipment procurement contract.





ROGUE VALLEY
SEWER SERVICES
CLEAN WATER - HEALTHY COMMUNITIES

June 12, 2024

To: RVSS Board of Directors

From: TJ Weber, Operations Manager

RE: May Operations Report

Collection System:

Flushing:

-In May, 65,100 feet or 12.3 miles pipes cleaned.

TV Inspection:

-In May, 56,167 feet or 10.6 miles pipes video inspected.

Pump Stations:

-Dunn Pump Station, New PVC roof completed by Fontana Roofing.

-Ashland 2 pump station final additions with mag meter and telemetry to record flow.

Treatment Plants:

Shady Cove Treatment Plant:

-Punch list to the finalize SCADA project.

Gold Hill Treatment Plant:

-Nothing to report.

Lagoon:

-May, 283,323 total gallons dumped.

Vehicles & Equipment:

-3 new electric trucks delivered and in operation.

- New TV truck is in final stages and will be set for delivery soon.

Staff:

-Interviews for CSO position complete.

